Participating on Zoom
Raleigh Senior Tech Ed Course
Presented by Cynthia Gage

Setting up for the Zoom Class

Prior to the start of the class, you will need to download Zoom onto your computer or your iPad. It is a two-step process: creating an account and downloading the app.

On the PC use your browser and go to https://zoom.us. At the website click on the orange button and follow the instructions to load Zoom on your machine. You will want to download "Zoom Client for Meetings".   The free version is all you will need to participate in zoom sessions.   To set up the account you will need to provide your email address. A confirmation email will be sent to that address which you will open and confirm it's you by clicking "activate account". On the next screen enter your name and create a password step. You may see a screen to "invite colleagues", just "skip this step". On the next screen click "go to your account". At this point you are set-up, so you can exit out of the application.

On the iPad, the app is in the App Store. Find it listed as "Zoom Cloud Meeting" and download it. Choose the "Sign up" button.   To set up the account you will need to provide your email address. A confirmation email will be sent to that address which you will open and confirm it's you by clicking "activate account". On the next screen enter your name and create a password step. You may see a screen to "invite colleagues", just "skip this step". On the next screen click "go to your account". At this point you are set-up, so you can exit out of the app.

When you click the url in the meeting invitation that I will send out, Zoom will launch and you will be in! The first time you open the app you may be asked for the email address and password used to set-up your account.

If you have any problems getting into the meeting, here is an alternate option. Go to Zoom.us website OR open the app. Click on join a meeting. If you are using the website this button will be near the top of the screen to the right of the center. After joining, you will be asked for the meeting ID and the passcode. This information will be in the email invitation.

As you are entering the meeting, be sure to allow the video and allow the audio. See you soon!

<div align="center">

Handout for
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Zoom controls on a Windows PC

Participant controls are on the bottom

- Microphone: Toggles on to speak, off to mute. (The arrow allows choices between microphones if available.) You can also mute and unmute from your thumbnail video.
- Video: Toggles on to show your image, off for no video. (The arrow allows choices between video cameras if available.) Also has "Choose Virtual Background". There will be a few Zoom provided choices, but click on the plus sign at the top right of the choices and select add image. You'll be taken to your picture folder and you can add images to use as backgrounds. They will be saved with the defaults so you can use them again in the future. Virtual Background does not work well on some older computers.
- Participants: Opens a panel showing all participants with indicators for "mute" and "video" of each. At the bottom is a button to "Raise Hand" (may be under the three dots), if you wish to indicate to the speaker that you have a question. This panel also has two more ways for you to mute/unmute yourself. Either by clicking on the microphone by your name or selecting the mute/unmute button at the bottom. If the panel pops up over the screen, you can move it around, or through the three dots you can select "merge with window" and it will be pinned to the RHS of the screen. Use the down caret on the left side at the top to close the participants list. Clicking on a participant's name lets you start a private chat.
- Chat: Opens a panel for you to enter chat text. You can select whether to chat to everyone or to a specific participant. Note that chat features can be controlled by the host to disallow private chats or to disallow all chats, in which case there will be no chat button. Private chats are always visible to the host. If the chat is a pop-up, using the three dots, choose "merge with window" to move it to the RHS. Use the down caret to close it.
- Share Screen: Allows you to show your screen and become the temporary host. The original host must give you permission to share your screen.
- Record: Allows you to record the presentation on your computer. This feature may also be controlled by the host and thus this button may not be visible.
- Reactions: Has two options which will show in your thumbnail for all participants to see. They are only visible for a few seconds. Options are "clapping hands" or "thumbs up".
- Leave: Select to exit the session.

Viewing controls are on the top

- Right hand side
  - Gallery view/speaker view: toggles between a grid of participants or a view of only the speaker.
  - Full screen (outline of a box/outline of inverted box): toggles between the Zoom session using a full screen or using a window which can sized as any other PC window.

- Center (Visible when someone is presenting)
  - Green bar shows whose screen is being shared
  - View options: "Zoom Ratio" – changes how the size of the shared screen; "Hide Video Panel" – removes the participant thumbnails, turns back on through the "Show Video Panel"; "Side-by-side" – puts the participant thumbnails on the right side of the screen when in Full mode. When in side-by-side, "Hide Video Panel" is no longer an option.
- Left
  - A circle with an "I" which shows information about the meeting such as ID and passcode, host and other misc information.
  - Security button which should be checked to indicate session is encrypted.

Participant Thumbnails: The menu options are found in top right corner
- Your Thumbnail
  - Mute/unmute – applies to your microphone
  - Stop/start video - Controls your camera
  - Rename – Change the name which displays with your video
  - Pin video – Makes your thumbnail full screen for you until you unpin it.
  - Add profile picture – Change your live video to show a picture instead.
  - Hide self view – You will not see your video, but you are still visible to others
- Other Participants
  - Chat – opens the chat window with a default choice of the person whose thumbnail is picked.
  - Pin Video – Makes this person's thumbnail full screen for you until you unpin it.

Zoom controls on an iPad
Tap the screen to make the controls appear.
Controls at the top
- Leave – Select to exit the session.
- Microphone – Mute/Unmute – your microphone
- Stop/Start video – controls your camera
- Share Content - Allows you to show your screen and become the temporary host. The original host must give you permission to share your screen.
- Participants - Opens a panel showing all participants with indicators for "mute" and "video" of each. Tap your name and you can "Raise Hand" or "Rename" your video. Tap on someone else's name and the "chat" window opens. (See more on chat below.)
- More
  - Reactions – "clapping hands" or "thumbs up"
  - Chat – Opens the "chat" window. Using the dropdown menu beside "Send to", you can choose to send to everyone or a specific person. To exit chat you must choose "Close". Private chats are always visible to the host.
  - Meeting Settings – Use this menu to "Always show meetings controls".
  - Minimize Meeting – Minimizes the meeting and goes to Zoom Home page. Audio and video are still on, and participants can still see you. If you go away from the Zoom page, your video turns off (participants cannot see you), but you can still hear the speaker. To get back to the session, from the Zoom home page, tap the minimized video.

- o Virtual background - There are a few default choices but you can add more from your photos by selecting the plus sign. Your full photo stream may not show up as the first pop-up, but click the word photo at the top, you can get to them. You may have to change the privacy settings on your photos to allow Zoom to find them.
- o Raise Hand/Lower Hand – Use to indicate to speaker that you have a question.

Control on the left – Switch to Gallery/Active Speaker button: toggles between a grid of participants or a view of only the speaker.

Controls on the bottom
- Thumbnails - When in Active speaker mode or during a presentation, the bottom of the screen will show the thumbnail of the speaker. Use the plus sign to open thumbnails of all participants (May need to swipe left or right if it's a large group.) Use the minus sign to close out all thumbnails. The Zoom camera which appears at the bottom right can used to reopen the thumbnails.
- When in presentation mode, the bottom left shows the name of the person whose screen is being shared.

Some Zoom beginner tutorials

From Dr. Ben Finio at Cornell: Nine short videos on various beginner topics.
https://www.youtube.com/playlist?list=PLKL6KBeCnI3UQTL_YQBJ6xwjSnLjKMq5K

Joining a Zoom call for the first time – Marcia Chadly
https://www.youtube.com/watch?v=9isp3qPeQ0E

How to Host a Zoom call for the first time – Marcia Chadly
https://www.youtube.com/watch?v=hI32Xk2Va7M